

STATE OF WASHINGTON
Contracts & Procurement Office
Washington State Department of Health

LEGAL NOTICE
SOLE SOURCE ADVERTISEMENT

DATE OF ANNOUNCEMENT: November 1, 2021 PRV26444.

The Department of Health contemplates awarding a sole source contract to Gainwell Technologies, LLC to provide services for Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) which means the Special Supplemental Nutrition Program for Women, Infants and Children authorized by Section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786) and WIC Farmers' Market Nutrition Program (FMNP) means the nutrition assistance program authorized by Section 17(m) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(m)) (FMNP) and the Senior Farmers Market Nutrition Program (SFMNP) means the Senior Farmers' Market Nutrition Program authorized by Section 4402 of the Farm Security and Rural Investment Act of 2002, 7 U.S.C. 3007 (SFMNP) Food Instrument Processing and Payment.

BACKGROUND: DOH is entering into this contract to continue Food Instrument (FI) Processing and Payment services for the Senior Farmers Market Nutrition Program and Farmers Market Nutrition Program and comply with 7 CFR Part 249. Host secure website for state DOH access to FMNP and SFMNP check data for the last 6 federal fiscal years for quality assurance data on authorized FMNP and SFMNP growers.

DESCRIPTION of contract services:

To continue Food Instrument (FI) Processing and Payment services for the SFMNP and FMNP, Gainwell prints and distributes the FMNP and SFMNP FI check stock to DOH WIC contractors, reconciles FMNP and SFMNP FI usage by compiling issuance and payment information data. Provides DOH market/grower/contractor tracking reports monthly and FMNP and SFMNP reconciliation data annually.

DESCRIPTION of how this contractor is uniquely qualified to perform the contract services:

The current contractor has a demonstrated track record of successfully providing services to both the SFMNP program and WIC and FMNP programs and is the ONLY company left nationally that is willing to provide this unique service for one more season for FMNP and SFMNP 2022. We will be unable to provide these FMNP and SFMNP services in the farmers market season of 2022 if this Sole Source contract is not approved.

The period of performance under a contract shall be from the **January 1st, 2022** through **December 31st, 2023**. Additional funding may be available if project deliverables are not completed within established time frames due to unavoidable delays. The dollar value is estimated at **\$126,926.00**. The DOH may extend the contract for up to one (1) additional term of one(1) year, not to exceed three (3) years total.

This is not an invitation to bid and no solicitation is available. However, vendors contemplating the above requirements may submit via email capability statements detailing their ability to meet the state's requirements and quotes for providing the service within five (5) business days (**November 8th, 2021**) of

this announcement. Keep e-mail sizes to less than 15 Mb. Zipped files cannot be received and will not be accepted.

Vendors contemplating the above requirements are required to submit capability statements by **(November 16th, 2021)** detailing their ability to meet the state's requirements to perform this work as follows:

Describe experience and capacity to perform Food Instrument (FI) Processing and Payment services for the Senior Farmers Market Nutrition Program including ability to print and distribute the SFMNP FI check stock to DOH contractors, reconcile SFMNP FI usage by compiling SFMNP FI issuance and payment information from data submitted by contractors; produce market/grower/contractor tracking reports monthly and SFMNP reconciliation data annually; hosting a secure website for state access to FMNP and SFMNP check data for the last 6 federal fiscal years.

The following information must be addressed when submitting the capability statements:

Business specifics: Implement required food instrument (FI) processing and payment service components of the WIC FMNP Program and the Senior Farmers Market Nutrition Program (SFMNP) operating under 7 CFR Part 249

Requirements include, but are not limited to:

- Providing bank routing and account numbers
- Receiving electronic FI issuance data
- Pre-payment screening and either paying or rejecting FI based on established criteria
- Providing electronic FI presentment and payment data to contract manager
- Providing monthly financial reconciliation and variance resolution to the contract manager
- Imaging, securing and destroying FI based on established schedule
- Hosting a website and providing secure online access for both WIC FMNP and SFMNP FI
- images, reports, and data to state staff
- Printing and distributing WIC FMNP and SFMNP FI paper stock and check registers
- Providing monthly reconciliation of WIC FMNP and SFMNP FI payments
- Providing monthly reports and data to DOH
- Submitting monthly invoices to DOH delineating services for FMNP and for SFMNP
- Managing the retailer and grower FI payments through the separate bank accounts
- Working with GAINWELL to modify banking processes as the need arises.
- Have a secure facility and security policies and procedures in place to protect FI and maintain data confidentiality.
- Meet all the mandated banking services and standards set out by the state or nationally chartered banks and comply with all federal and/or state laws governing all the required services.
- Be a member of an Automated Clearinghouse Association (ACH) and be in compliance with all rules and regulations set forth by the National Automated Clearinghouse Association (NACHA), local ACH associations, and ACH operators.
- Be a member of the Federal Reserve direct wire system.

Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting the requirements stated herein, and that competition would be advantageous

to the State, would not be cost or time prohibitive, and would not hinder the mission objective of the Department of Health.

Note: This contract is required to be filed with the Department of Enterprise Services (DES) for approval under the provisions of Chapter 39.26 RCW. No contract or amendment required to be so filed is effective and no work shall commence or be payment made until ten (10) working days following the date of filing, and, if required, until approved by DES. In the event DES fails to approve the contract or amendment, the contract shall be null and void.

In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract.

To submit capability statements, obtain a copy of the contract, or for questions, contact:

Contact Name: Keith Farley, Sole Source Coordinator

E-mail: Bids@doh.wa.gov *Please reference SSCD number PRV26444-0 in the subject line.*